

**CITY OF SUNNYVALE  
SERVICE REVIEW PROCESS**

**Department Summary**

**Department:** Library

**Program:** Sunnyvale Center for Innovation, Invention, and Ideas (SC[II]<sup>3</sup>/Program)

No.	Service Name	Category Assignment (Staff)	Category Assignment (Council)	Council Comments
1.	Sunnyvale Center for Innovation, Invention, and Ideas (SC[II] <sup>3</sup> /Program)	Optional		

**Program:** Library Collection and Management

2.	Select and Acquire Materials for Children	Optional		
3.	Select and Acquire Materials for Adults	Optional		
4.	Order and Receive Library Materials	Optional		
5.	Administrative and Support Services for Collection Management	Core Internal		

6.	Cataloging and Processing Library Materials for Use by the Public	Optional		
7.	Repairing Library Materials for Use by the Public	Optional		
8.	Administrative Support Services for Cataloging and Processing	Core Internal		
9.	Provide Access and Use of Library Materials Through Checkout, Shelving, and Notification Services	Optional		
10.	Interlibrary Loan Services	Optional		
11.	Administrative and Support Services for Circulation	Optional		

**Program:** Library Programs and Services

12	Provide Materials for Loan through Special Outreach Services	Optional		
13.	Outreach Services to Community Groups	Optional		
14.	Respond to Reference Questions for Adults	Optional		

15.	Provide Classes and Programs for Adults	Optional		
16.	Administrative and Support Services for Adult Services	Optional		
17.	Information/City Staff	Optional		
18.	Respond to Information Requests from Children, Teens and Parents	Optional		
19.	Provide Classes and Programs for Children, Teens and Parents	Optional		
20.	Administrative and Support Services for Children Services	Core Internal		

**Program:** Library Learning Environment

21.	Provide Library Security Services	Optional		
22.	Safety and Maintenance of Library Facility	Optional		
23.	Departmental Administrative and Support Services	Core Internal		
24.	Participate in Regional Library Relationships	Optional		

25.	Support Library Volunteer Activities	Optional		
26.	Support Board of Library Trustees	Legally Mandated: City Charter		
27.	Provide Library Technology	Optional		
28.	Provide Library-Wide Staff Training	Optional		
29.	Grant Applications	Optional		